Institute/Center Director-Management (Job # 496563)

The search is on for a new Director to lead the Center for Statistical Training and Consulting (CSTAT, https://cstat.msu.edu). CSTAT is part of the university’s infrastructure for facilitating excellence in research. It is housed within the Office of the Vice President for Research and Graduate Studies (OVPRGS). CSTAT’s mission is to help MSU researchers apply quantitative reasoning, research design principles, and statistical methods to improve the quality, quantity, and impact of research produced by MSU.

We collaborate on projects and proposals with partners from many units and academic disciplines within the university (plus occasional external clients), provide training and workshops on statistical methods and software, and offer statistical consulting advice and services to MSU faculty, staff, and graduate students. CSTAT activities can contribute to improving the rigor and reproducibility of research at all phases of the project life-cycle, from initial study planning all the way to dissemination of findings. For more information about CSTAT, please visit our website.

Duties:

- Provide vision and client-oriented leadership to every aspect of CSTAT operations.
- Enhance the visibility and reputation of CSTAT in the MSU community.
- Bring innovative ideas to accomplishing CSTAT’s mission.
- Responsible for overall unit administration (e.g., strategic planning; budgeting; financial management; developing policies and procedures; acquiring and allocating resources; marketing CSTAT services; managing facilities & infrastructure; reviewing and authorizing financial transactions, personnel transactions, and bids/grant proposals; compliance with MSU policies and applicable laws, etc.).
- Manage CSTAT professional personnel (e.g., recruitment, selection, hiring, orientation, training, mentoring, supervision, and performance evaluation for multiple academic specialists, a research administrator, an administrative assistant, and an IT manager).
- Design and develop training programs, including CSTAT’s workshop series.
- Work with and through Associate Director and Assistant Director to manage statistical consulting services.
- Work with and through other members of CSTAT’s administrative team (research administrator, administrative assistant, and IT manager) to manage other aspects of CSTAT’s operations, facilities, and infrastructure.
- Network and engage with stakeholders and clients (negotiate agreements with other MSU units; convene Advisory Committee meetings; respond to inquiries, suggestions, and complaints; attend events like resource fairs and new faculty orientations, etc.).
- Partner with clients or serve as a statistical consultant, as needed.
- Report to OVPRGS on CSTAT activities and issues.

Minimum Qualifications:

- PhD with a strong background in quantitative methods and/or applied statistics.
- Currently a tenured full or associate professor at Michigan State University.
- Organizational, financial, and other skills to manage an academic unit.
- Leadership and vision to move CSTAT forward.
- Track record demonstrating success in (a) obtaining grant/contract funding, (b) conducting funded research studies, and (c) publishing scholarly research.
- Ability to network and collaborate within the MSU community.
- Multidisciplinary experience required.
Strong interpersonal skills and written and oral communication skills, including proficiency with the English language, are required. Familiarity with commonly used statistical methods and software.

Desired Qualifications:
- Broad knowledge of research design issues and approaches pertinent to experimental, quasi-experimental, and observational studies.
- Extensive repertoire of knowledge and skills related to applied statistical methods.
- Expertise with a wide range of statistical software.
- Broad familiarity with MSU environment, resources, policies, and enterprise business systems (EBS).
- Prior administrative experience.

Review of applications will begin on April 27, 2018. Applications and nominations will be reviewed until the position is filled. Michigan State University is an affirmative-action, equal-opportunity employer. MSU is committed to achieving excellence through cultural diversity. The University actively encourages applications and/or nominations of women, persons of color, veterans, and persons with disabilities.

Applications: Apply using the internal MSU application process: Log into EBS at [https://secportal.ebsp.msu.edu/](https://secportal.ebsp.msu.edu/) then select the “Careers @ MSU” tile under "My Career and Training." Search for and select Job # 496563, then click the “Apply now” button to get started. You will then be able to view details and upload all requested materials into your profile for our review. Application materials should include all of the following: cover letter, full curriculum vitae, 1-3 work samples, a statement of administrative orientation/approach, a vision statement for CSTAT, and contact information for three (3) references (they will be asked to upload reference letters directly).

Nominations: Letters nominating individuals for this position should be sent to the search committee chair listed below.

<table>
<thead>
<tr>
<th>Appointment Description</th>
<th>This will be a half-time, tenure system faculty position (50% FTE during the academic year, plus 1.5 months in summer). The selected individual will remain in their tenure home department and faculty position at 50% FTE and take on a 50% administrative position as the Director of CSTAT for 3 years starting on 08/16/18.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Compensation</td>
<td>Salary commensurate with degree and experience. Excellent benefits package.</td>
</tr>
<tr>
<td>Search Committee Chair</td>
<td>Corey Washington, PhD Director of Analytics Office of the Vice President for Research and Graduate Studies (517) 355-0306 <a href="mailto:cwash@msu.edu">cwash@msu.edu</a></td>
</tr>
</tbody>
</table>